



Family Court Case Specialist

Details

Job ID : 478

Title : Family Court Case Specialist

Job Code : 837

Salary : \$2,185.00 (Monthly)

Grade : 0

Tenured : NO

Job Departments

- Family Court

Purpose

Responsible for providing assistance to the court and to families who come before the court.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 1 Year of Related Experience

Job Required Knowledge

- 4 year college degree must be in social work or other behavioral science.
- 1 year related experience must be in criminal justice, juvenile justice or social service.

Job Skills/Abilities

- Computer Skills
- Excellent written and oral communication skills
- Ability to maintain professional relationships with co-workers, Court of Justice officials and staff, and the public.

Job Preferred Knowledge

- Family Court operations and procedures.
- Knowledge of social service alternatives.

Job Duties

- May be the court contact for parties, other court personnel, county attorney's, defense attorneys, social service agencies, and law enforcement agencies.
- May facilitate provision of services for the court and its clients
- May monitor court orders to insure services are being provided and utilized.
- May maintain records and statistical information.
- May educate clients about the court process.
- Other duties as assigned.